

For Office Use Only: Date Received: _____ Amount of Fee: _____ Date Paid: _____ Needs HVAC _____

CHURCH FACILITIES REQUEST FORM
First Presbyterian Church of Belmont, North Carolina

Name of person or organization making the request:

Contact person: _____ Phone number: _____ Are you a member of FPC? Yes No

Is the group/organization a: 501(C)(3) A non-profit corporation An informal non-profit group
A for-profit organization Other (Please describe)

Please describe the nature and purpose of the event and describe the activities involved:

Date of Event: _____ Time: Starts at _____ a.m./p.m. Ends at _____ a.m./p.m. Access requested to facilities (including set up and clean up):
Starts at _____ a.m./p.m. Ends at _____ a.m./p.m.

Please indicate Facilities Requested:

Kitchen Fellowship Hall Classroom Nursery Parlor Scout Hut
Are you requesting use of any Audio/Visual Equipment? Yes **(additional fee applies)** No

Number of adults expected: _____ Number of children expected: _____ Children must be supervised at all times. Please see the Facilities Use Policy for complete guidelines.

This is a shared space so it has to be left in reasonable condition.
While we have staff that cleans on a regular basis, rooms need to be left in suitable condition for use by others when time does not allow staff to clean after an event.

- 1. Take out all trash. (Key for dumpster is located in the closet to the right of the sink in the Fellowship Hall)
- 2. Wipe off tables.
- 3. Clean up major spills.
- 4. Turn out all lights.
- 5. Make sure that the building is locked when you leave.

If the Fellowship Hall is requested, please attach a brief description/diagram from table and chair set-up. Signature of

Responsible Party: _____ Date: _____

Address of Group/Responsible Party: _____

Phone #'s of Group/Responsible Party: _____

First Presbyterian Church ("FPC") hereby agrees to let the undersigned, use the spaces and equipment within the fellowship hall and kitchen at FPC, on the dates and during the times as set forth above in the User's Request. The User agrees to pay the required fees, and to abide by all of FPC's rules and regulations concerning the use of this space.

_____ Title _____

_____ Date _____